

**2018-2020 MASSAGE THERAPY  
BIENNIAL RENEWAL APPLICATION AND AUDIT ONLINE INSTRUCTIONS & PROCEDURES**

**DEADLINE: MIDNIGHT OCTOBER 31, 2018**

ALL LICENSED MASSAGE THERAPIST AND REGISTERED MASSAGE PRACTITIONER RENEWAL APPLICANTS MUST COMPLETE THEIR ONLINE RENEWAL BEFORE MIDNIGHT OCTOBER 31, 2018. **AT MIDNIGHT ON OCTOBER 31, 2018, A \$200.00 LATE FEE WILL BE AUTOMATICALLY ASSESSED BY THE ONLINE RENEWAL SYSTEM.**

**NOTE: YOU CANNOT PRACTICE MASSAGE THERAPY WITHOUT A RENEWED LICENSE OR REGISTRATION  
TO CONSPICUOUSLY DISPLAY TO THE CONSUMER PUBLIC.**

**RENEWAL FEES**

**LICENSED MASSAGE THERAPISTS RENEWAL FEES:**

**ACTIVE:**

**\$276** (includes \$26.00 mandatory MHCC fee)

**TO GO INACTIVE:**

**\$50** (Not practicing massage therapy – Putting a license or registration on Hold - No CEUs required and No CPR required)

**LATE FEE:**

**\$200.00** (mandatory October 31, 2018 – the system will automatically assess the late fee)

**REGISTERED MASSAGE PRACTITIONER FEES:**

**ACTIVE:**

**\$250**

**NOT CURRENTLY PRACTICING WITH YOUR CURRENT ACTIVE LICENSE/REGISTRATION OR DON'T PLAN TO 2018-2020 AND/OR TEMPORARILY IN ANOTHER STATE – DON'T LOSE YOUR STATUS WITH MARYLAND – INITIATE AN "INACTIVE STATUS" OR CONTINUE AN INACTIVE STATUS FROM A CURRENT INACTIVE STATUS.**

Any active licensee or registrant that wants to go "Inactive" due to not currently practicing in MD, residing or working in another state, or just want to put his/her license on "hold" OR any prior "Inactive" licensees or registrants who want to continue their inactive status will be able to do so through the 2018 Biennial Renewal System by simply choosing "INACTIVE" from the drop down box on page 1 of the application.

**Exceptions:** Inactive licensees or registrants wanting to reactivate an inactive status or reinstate from a non-renewed license status cannot use the online renewal portal. Contact must be made directly to the Board for directions. **If you do not know your license or registration number's status; you may access the "verification" link [https://mdbnc.dhmh.md.gov/Message\\_Verif/Default.aspx](https://mdbnc.dhmh.md.gov/Message_Verif/Default.aspx) on the Board website's homepage.**

**Reminder:** Any licensee or registrant in an "Inactive" status may not practice massage therapy.

**ACCESS THE ONLINE RENEWAL SYSTEM FOR EITHER ACTIVE STATUS OR INACTIVE STATUS**

- **Go to the Board's website:** <https://www.health.maryland.gov/massage>.
- **Double click on the renewal login link(s) on the homepage or renewal resource page.**
- **Enter your user ID.** Your user ID is your license/registration number which will start with a letter "M" for LMT's or "R" for RMP's. If you do not know your license or registration number, you can confirm it by looking at your displayed license/registration or by accessing the verification link on the homepage of the Board's website.
- **Enter your password. Your password is the last 4 digits of your SSN.** Enter a numerical zero ("0") and **not the letter "O"** or the system will **not process**. All license or registration numbers contain numerical characters following either "M" or "R". Follow the prompts as directed; **do not** leave out information or the system will not process.
- **Save each page where applicable.** Click the "save" button located at the conclusion of the page.

**Note: Licensees and Registrants must complete their own online renewal application for licensure. This responsibility is solely for the massage therapy license or registration holder as there are many attestations within the application. Inaccurate information can lead to delays and possibly an investigation.**

**PAYMENTS & RECEIPTS**

- **Pay by credit/debit only.** Use Visa or MasterCard. No cash, checks or money orders are accepted. If you do not have a bank issued MasterCard or Visa, you may obtain a disposable MasterCard or Visa from local retailers such as: Giant, Wal-Mart, Target, CVS, Walgreens, etc., to which you can place a designated monetary amount on the card to cover your license or registration fee(s).
- **Print a receipt.** After successful completion of your renewal application session, you should utilize the print receipt and print your online application function to verify successful completion for your records and if applicable ensure you have compiled with the CE Audit.

## CEU AUDITS (Massage Therapy Courses Taken Within the Biennial Window of November 1, 2016 through October 31, 2018)

When you log onto the online renewal system to complete your application pages, you will be notified if you have been randomly selected for the Board CEU audit.

If you are “Audited”, you can either:

### CEU AUDITS (Continued from Page 1.)

- (1) **Email** a scanned PDF of your CEU awarded certificate(s) AND for LMT's Provider Level CPR (RMP's Basic Level CPR) certification/card in one packet to: [mdh.bcmte@maryland.gov](mailto:mdh.bcmte@maryland.gov); **OR**
- (2) **Fax** your CEU certificates WITH your CPR certification to: (410) 358-1879 retaining transmittal for your records to the attn.: Adrienne Congo, Deputy Director; **OR**
- (3) **MAIL** legible hard copies (retain your originals) of your CEU certificates WITH your CPR certificate to the Board for approval before your license or registration can be issued. Send to: MD Board of Massage Therapy Examiners, 4201 Patterson Ave., Suite 301, Baltimore, MD 21215, Attn: Adrienne Congo, Deputy Director

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## TAX DELINQUENCY & CHILD SUPPORT FLAGGED LICENSEES AND FLAGGED REGISTRANTS

### CRITICAL TIMELINE

If you have been flagged by the MD State Office of Comptroller for state tax or child support delinquencies, you will be notified by the Board and will **not be able to access the renewal portal or system unless/until you satisfy the delinquency with the Comptroller. The Board has no authority to make any exceptions. All steps to satisfy the delinquency must be done directly and exclusively with the Comptroller. You may not practice without a license or registration and will not have one issued unless/until the Office of Comptroller clears you from its flagged list and provides the Board with a “clearance email or fax”.** The phone number to contact the MD Office of Comptroller is 410-974-2432.

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## 2018-2020 ONLINE RENEWAL SYSTEM PORTAL AVAILABLE ON OR ABOUT AUGUST 20, 2018

### STEP-BY-STEP PROCEDURE

- **Payment:** Payment for online renewals may only be made by credit card using MasterCard or Visa (Debit or Credit MasterCard or Visa is accepted). The online renewal system will not process checks or money orders.
- **Remember, there is a \$200.00 late fee automatically assessed by the system for licensees AND registrants attempting to renew or go inactive online after the October 30, 2018 midnight deadline has passed.**
- **Part 1 – General application information** – Complete all applicable sections and follow all prompts exactly as directed. If you fail to complete sections or parts, the system will **NOT** let you proceed to the next page.
- **Part 2 – Disciplinary Questions** – You must complete ALL disciplinary questions. Provide a detailed explanation for each question that you mark as “YES.” Some explanations may require legal documentation that must be either **email scanned PDF to** ([david.ford@maryland.gov](mailto:david.ford@maryland.gov)) **or Mailed** to the attention of David Ford, Senior Investigator. Your license or registration will not be printed or issued until such information is received, reviewed and approved by the Board.
- **Part 3 – Required Continuing Education Hours** – You must complete this section and verify that you have satisfactorily completed a minimum of 24 hours from with the previous 24 months (Nov. 1, 2016 through Oct. 31, 2018) as follows: **3 hours in professional ethics or jurisprudence; 3 hours in communicable disease education which includes AIDS/HIV; 1 hour in diversity or cultural competencies AND 17 hours in massage therapy coursework** The section will prompt you to list the name, dates and categories of CEUs. You **MUST** access the (click to insert) bar **below the sample chart**. If you have over the minimum requirement in any of the specific categories; you may enter the balance or excess difference under the general massage therapy category to satisfy all required hours.
- **CEU Audits** –If you are audited, you will be notified by the online renewal application system and must either email a scan a PDF file of your CEU packet to [mdh.bcmte@maryland.gov](mailto:mdh.bcmte@maryland.gov) ; or fax (410-358-1879) or mail to directly to the Board along with a scan/copy of a current Healthcare Provider Level CPR certification for LMTs or Basic CPR for RMPs. Again, if you are unsure of the level of CPR you plan to take; it is your responsibility to contact the vendor/provider to ensure it is the required CPR for your status.
- **Part 4 – Application Affirmation** – After all sections/parts have been fully completed and validated, the “Submit Application and Pay Fee” button will be activated. Click on this button to affirm your application select Visa or MasterCard. **Please review all information on ALL pages as you will not be able to change information once you affirm and make payment.** At this point, you should **print out a copy** of your application and receipt for your records and complete the online evaluation tool for the system.
- **Individuals seeking reinstatement from non-renewed or reactivation from inactive status:** Remember, if you are in a non-renewed or inactive status, you cannot reinstate or reactive your license on the online renewal system. You must email the Deputy Direct at [adrienne.congo@maryland.gov](mailto:adrienne.congo@maryland.gov) for direction and guidance regarding the process.
- **Questions** on the renewal program and technical problems accessing or completing the online renewal system or functional difficulties during the renewal process must be addressed to Adrienne Congo, Deputy Director at [adrienne.congo@maryland.gov](mailto:adrienne.congo@maryland.gov). **Reminder Timelines: Online Renewals Aug. 20<sup>th</sup> – Oct. 30<sup>th</sup>; Late Renewals Oct. 31<sup>st</sup> – Nov. 30<sup>th</sup>. On December 1, 2018, the Massage Therapy Renewal Portal will be CLOSED.**